



**National Association of Community Development Extension Professionals Board/Committee Chairs  
Minutes  
FRIDAY, JULY 13 2012**

**Voting Participants:**

Steve Burr, Western Rep.  
Michael Darger, President-Elect  
Greg Davis, Treasurer  
Stacey McCullough, Southern Rep.  
Kelly Nix, NE Rep.  
Richard Proffer, NC Rep.  
Michael Wilcox, President  
Rachel Welborn, Secretary

**Non-Voting Participants:**

Michael Dougherty  
Bo Beaulieu, RRDC Representative  
Mary Emery, JOE Representative  
Jen Schottke, PAR  
Dave Lamie – Guest, incoming CDS Board  
Bill Taylor – Guest, Wyoming affiliate application

**Call to order and approval of agenda:** Michael Wilcox

**Approval of Minutes:** The June minutes were approved as presented. Darger - motion, McCullough second.

**Treasurer's Report:** Greg Davis

The NACDEP treasury has grown in large part because of the success of the conference. Greg presented a detailed report via email and also included the summary below in that message.

- Jun 30 checking balance: \$41,685.72
  - Credits: \$40,000. (transfer from savings); \$2,756.25 (dues, conference, and auction income)
  - Debits: \$4,774.46 (PAR); \$2,586.08 (Steve Burr – conference expenses reimbursement); \$1650. (financial review for 2011 and IRS 990 filing); \$1,593 (conference tour buses); \$290 (conference promotional items); \$141.99 (credit card fees); \$110. (conference registration refunds)
- Jun 30 savings balance: \$150,114.21
  - Credits: \$41.86 (interest)
  - Debits: \$40,000 (transfer to checking)

Michael Darger raised a question about a 15,000 debt against the credit card. During the June meeting, the Board approved use of a credit card for PAR with a \$5000 limit. After a short discussion, the Board agreed that this limit should be held. Greg will talk to Peter (PAR) about limiting charges to the agreed \$5,000. Jen also offered to communicate with Peter to prevent this from happening in the future.

### **Update from PAR - Jen Schottke**

PAR has begun work on the membership database based on the outline of the RFP for the web-based database. She requested volunteers to help generate the fields. Stacey volunteered to assist and also stated that the Membership Committee would like to offer some help in reviewing.

### **2014 Conference Discussion – Michael Wilcox and Michael Darger**

The discussion centered on seeking to coordinate a joint conference with CDS for 2014 with one overlapping day between the two organizations. Having received three applications for locations, the Board discussed these options considering dates, locations, costs, and other characteristics of the applications. Of the three applications (Bismarck, Dubuque, and Grand Rapids), Bismarck was considered to be the least competitive of the three. Michael Wilcox will communicate to the Bismarck applicants that their proposal was not accepted. A few questions between Dubuque and Grand Rapids remained unanswered in deciding between these two. Michael Wilcox and Michael Darger will work to formulate a set of follow-up questions to pose to those two applicants, with the intent of clarifying the questions and making a final decision. Also, if CDS is not interested in working with the site selected by NACDEP, then NACDEP would decline the invitation for a joint conference, agreeing that maintaining strong connections to NACDEP membership support at the conference location was vital.

## **Updates from the Regions & Partners**

### **Regional Rural Development Centers - Bo Beaulieu**

- The 2013 House budget poses a 43% reduction for the RRDCs while the Senate's version has level funding with 2012 amounts. The House and Senate will now go into conference to work through the differences.
- RRDC Directors are planning a visit to Washington in August to meet with the new head of NIFA Sonny Ramaswamy.
- The SET Phase III training workshop was just completed and those new regions should be getting underway in the process in the coming months.
- Southern Region Program Leadership Network will be meeting in August

### **Northeast - Kelly Nix**

- Subcommittees are working on survey tools to foster collaboration in the region and across Extension lines.
- Kelly looked at states in the NE region without NACDEP membership. Three of the 5 states without membership have CRED programs of some sort. Kelly is planning to write a letter to encourage those states to get involved.

### **North Central - Richard Proffer**

Richard the report copied below to Basecamp prior to the call and was not able to join the call until after this agenda item had passed.

*“The blistering heat wave seems to have broken but even at its hottest, the North Central was moving forward in CRED opportunities. Below are some examples:*

- *Proposals coming in to host the 2014 national conference*

- *Diane Wyngarden from Iowa State is planning a CRED trip to Guatemala for any interested professionals (see more details in the September newsletter)*
- *University of Nebraska Lincoln and North Dakota Extension Services worked together and recently released a new educational program for the CRED world called "Direct Marketing of Food Specialty Products Online". This is a self-directed program for food producers. A contact for more information is Glenn Muske of North Dakota. You may have seen a preview of this at our last national conference.*
- *University of Minnesota Extension CRED workers received international recognition for their BRE work at the international BREI conference in Saskatoon, Saskatchewan.*
- *The city of Hugo had Bruce Schwartau and Liz Templin working on a BRE and won recognition for Outstanding Single Community with a population under 20,000.*
- *Lyon County had Brigid Tuck working on the reports of their BRE and won recognition for Outstanding Multi-Community with a population under 50,000.*
- *Mary Simon Leuci was recently published in the JOE.*
- *Missouri, North Dakota and SRDC are collaborating on a disaster planning curriculum for Extension workers. Bev Maltsburger is the Missouri lead on this project.*

*So we are reaching out cross state boundaries like we talked about at our regional meeting at Park City, working on developing new training opportunities and willing to share them and while not reported here I know we are making a difference in the lives we meet."*

#### **Southern - Stacey McCullough**

- Stacey is constructing a survey for Southern members as a follow up to conversations in the regional meeting. She is particularly interested in reaching out to members that were not at the conference.
- Stacey may be going to Florida to talk to that group to help them think about growing their CRD programming.
- Stacey stated that she would like to view membership lists for each committee to ensure that representatives from each region are on all committees.

#### **1890 Representative (no representative at this time)**

Michael Wilcox spoke to several 1890 members and received interest from Kenyetta Nelson Smith to fill this role. She was not available for this call, but plans to join in the future. Michael and Bo both presented at the 1890 Conference in Memphis. Michael spoke specifically about NACDEP membership opportunities

#### **1994 - no representative has been identified yet.**

#### **Western - Steve Burr**

- Great interest was voiced during regional meetings about increasing collaboration regionally.
- The Western region has the second highest membership following North Central.
- Steve sent an email blast to Western members to let everyone know the conference materials are all posted on NACDEP's site.

### **JCEP - Michael Wilcox**

Michael was not voted in as JCEP President-Elect, but was selected as Secretary-Elect and will be serving on the traveling team. As such, he will be attending the NEAFCS conference in Columbus, Ohio in September.

## **Committee Reports**

### **2012 Conference - Michael Wilcox, Steve Burr & PAR**

- Videos and presentations are now all posted.
- The conference financial situation went well. A Board summary report was posted on Basecamp today by PAR. The conference net income was \$30,047.18, which was just under that of the Charleston conference last year, with some accounting procedural changes which puts them very close in line. Only one person that attended NACDEP voiced a concern about the cost of the conference to a Board member.

### **2013 Galaxy - Michael Dougherty & Michael Darger**

- The question has been raised regarding ANREP and NACDEP having a joint awards ceremony at Galaxy. There is no cost savings; it is simply a logistical question. Stacey asked about overlapping membership. She volunteered to research the number of people with dual membership. Michael Darger will make a recommendation during the August Board call.
- JCEP is considering purchasing 17 LCD projectors and Netbooks because purchasing is cheaper than renting. They are willing to donate a set to each of the associations afterward if there is interest.
- NACDEP will be able to send out emails under the banner of the association regarding proposal calls, invitations, etc. Several more planning calls are scheduled with an additional face to face meeting on site in Spring 2013 for planners.
- Some questions were raised about how to fill the presentation spots. Michael Darger will check with Tom Chesnutt to see if he is interested in helping again this year.
- The Board asked about how other associations were planning to deal with fund raising needs (i.e. scholarships). Would there be opportunities in addition to the time set for association awards and annual meetings? Dougherty and Darger reported that there would be a silent auction opportunity and that items can be designated to a particular organization. They will ask for clarification of this question on the next Galaxy planning call.

### **Communications and Website - Michael Darger**

- The website is looking good. All conference presentations are now posted.
- The RFP for development of a membership database for the website is being prepared to again distribute.
- Currently 22 people are on this committee, and a new chair will be appointed soon.

### **Recognition - Michael Dougherty**

- New volunteers need to be incorporated. Michael Dougherty will get the list from Jen.
- Some discussion surfaced regarding the cutoff for awards between 2013 (Galaxy) and the next NACDEP conference in 2014 to keep the years even. The question of what was done in previous years was raised.



## **Finance - Notie Lansford was not able to be on the call**

### **Membership Services - Stacey McCullough**

- The committee met earlier this morning and was pleased with the recap of the conference.
- In looking at the evaluation report, they decided to keep the dollar auction, but limit to only a few items with the rest of the donated items moving to a silent auction to keep people engaged longer. They will also continue the “square” raffle. There may be non-NACDEP members that would participate in the raffle during Galaxy.
- The committee was asked to weigh in on the idea of an 18 month membership. They do not see any real benefits to this change.
- One suggestion the committee made to the website database RFP is to specify that the database be searchable.

**Policies and Procedures - Michael Darger:** Work will begin on the re-building this weekend.

### **Publications - Mary Emery**

Mary had to leave the call before this report. However, it was noted that Greg Davis and Mary Simon Leuci both has articles in the most recent issue of JOE.

**PILD Representatives - Michelle Walk** was not able to join the call.

Charles Vavrina from University of Florida was recommended as a second PILD Representative. This appointment was approved unanimously. Rachel motion, Stacey second

## **Old Business**

### **Committee Appointments**

Kenyetta Nelson Smith (Southern University in Louisiana) was appointed by unanimous vote to serve as 1890 representative for the rest of this term. Michael Darger motion, Michael Wilcox second.

## **New Business**

### **Wyoming Affiliate Application**

Guest Bill Taylor presented Wyoming’s application to become a state NACDEP affiliate. The application was distributed before the call for Board preview. The application was approved unanimously. Steve Burr motion, Michael Darger second. Montana and Missouri are the only other official affiliates at this point.

### **EDEN Request**

EDEN has requested that NACDEP allow a request for information regarding CRD work related to community resiliency/ preparation/planning go out to its membership. The Board decided the notice could be put into the next NACDEP newsletter with a link to a survey.

### **Other Agenda Items**

Board Retreat is scheduled for October 29 – 31<sup>st</sup> at the selected 2014 site (to be determined).  
Next Conference Call: Friday, August 10<sup>th</sup>

Submitted by: Rachel Welborn, Secretary